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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC(U)

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⑥ A System Approach to Navy Medical  
Education and Training.

APPENDIX 2.

TASK INVENTORY BOOKLET  
(FORM N21-PHYSICIANS).

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⑫ 84

APPLICATION OF A SYSTEM APPROACH  
U.S. NAVY MEDICAL DEPARTMENT  
EDUCATION AND TRAINING PROGRAMS

⑨ FINAL REPORT.

⑮ N00014-69-C-0246

Prepared under Contract to  
OFFICE OF NAVAL RESEARCH  
U.S. DEPARTMENT OF THE NAVY

Quida C. Upchurch, Capt., NC, USN  
Program Manager  
Education and Training R&D  
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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## FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

### The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

## Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

## Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

### Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.



## The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

## Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

## TO THE PHYSICIAN

Certain responsibilities are unique to the physician. They cannot properly be performed by any other person. The decisions inherent in this research instrument are of this nature. Only you are qualified to make them. And your decisions are vital to this research.

Naval medical research often has played a significant role in improving health care delivery.

That rich tradition has now expanded to include improvement in the education and utilization of enlisted health care personnel.

Nearly four years of research toward this end have produced objective, comprehensive data on what it is that corpsmen do, as well as improved model curricula. Medical leaders and educators throughout the land have expressed strong encouragement in this attempt to bring order to the education and careers of the workers who provide your technical support.

It is now time for the physician to provide the last key round of data as a capstone to what has gone before. Little more than one hour's investment--when pooled with that of others--can contribute to improved health care delivery everywhere.

You have been individually selected to participate because your individual input is vital.

Thank you.

Project 43-03X.02

PLEASE NOTE

THIS IS AN ACTIVITY SURVEY PREPARED FOR NAVY PHYSICIANS, DENTISTS AND NURSES:

- EACH CATEGORY OF PERSONNEL WILL RECEIVE A SPECIALLY PREPARED TASK INVENTORY.
- PART I OF EACH OF THE THREE INVENTORIES IS IDENTICAL: NAMELY, THE "COMMON" ADMINISTRATIVE TASKS FOR ALL THREE CORPS.

THE OBJECTIVES OF THIS SURVEY ARE:

- TO DETERMINE THE IMPACT OF COMMON ADMINISTRATIVE INVOLVEMENT ON THE PRODUCTIVITY OF THE INSTITUTIONAL CLINICAL SPECIALIST.
- TO DETERMINE THE NEED FOR FORMAL ADMINISTRATIVE EDUCATION FOR THOSE CHOOSING AN ADMINISTRATIVE CAREER.
- TO IDENTIFY THOSE "COMMON" MEDICAL OR DENTAL TASKS WHICH ARE NOW--OR MAY BE--DELEGATED TO APPROPRIATELY TRAINED ALLIED HEALTH PERSONNEL.

THE LATTER WILL HELP TO COMPLETE EDUCATION AND TRAINING REVISIONS NOW CONTEMPLATED FOR HOSPITAL CORPSMEN AND DENTAL TECHNICIANS.

IF YOUR CAREER CHOICE DOES NOT EMPHASIZE ADMINISTRATION, PART I WILL BE OF LITTLE INTEREST--OR BORING. IT IS FOR THIS VERY REASON THAT YOU SHOULD COMPLETE IT WITH CARE.

OVERALL OBJECTIVES DO NOT REQUIRE A SURVEY OF SUB-SPECIALTIES, OR EVEN ALL SPECIALTIES. HOWEVER, EACH PARTICIPANT WILL FIND THE TASKS NECESSARY TO THE OBJECTIVES IN PARTS I AND II. SOME PARTICIPANTS WILL NEED TO COMPLETE ONE BRIEF PORTION OF PART III.

BUREAU OF MEDICINE AND SURGERY

PROFESSIONAL CORPS JOB SURVEY

TASK INVENTORY BOOKLET

## GENERAL INSTRUCTIONS

There are three parts to be completed for this survey:

- Part I Career Background Information  
(answers to be recorded in this TASK BOOKLET)
- Part II A List of Administrative Tasks  
(answers to be recorded on pp. 01 to 08  
of accompanying RESPONSE BOOKLET)
- B List of General Patient Care Tasks  
(answers to be recorded on pp. 09 to 17  
of accompanying RESPONSE BOOKLET)
- Part III List of Specialty Tasks  
(answers to be recorded on pp. 18 to 29  
of accompanying RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tan pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

## PART I

### CAREER BACKGROUND INFORMATION

#### INSTRUCTIONS

- To complete Part I, enter your responses in the blanks provided in the following white pages (v to viii.)
- CHECK THE SERIAL NO. IN THE UPPER RIGHT HAND BOX OF PAGE v. IT SHOULD MATCH THE ONE APPEARING ON THE COVER OF THIS BOOKLET.
- Your duty station, your name and social security number are confidential information and are needed only to prevent errors in data processing.
- Except for names and social security number, all your answers will be either a one- or two-digit number. Two blanks require a two-digit answer (as in Questions 7, 8, 9, 11, 13.)

Part I

CAREER BACKGROUND INFORMATION

Please fill out completely

DO NOT FILL IN

N21

2419

Form

Serial No.

(1)

(7)

Name of your Duty Station \_\_\_\_\_

City & State (if applicable) \_\_\_\_\_

Your Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER  
ANSWERS  
HERE

Q1. Select the number to indicate the Corps to which you belong:

Q1. \_\_

(23)

1. Dental Corps
2. Medical Corps
3. Nurse Corps

Q2. Indicate your military status:

Q2. \_\_

(24)

1. USN
2. USNR

Q3. Indicate your rank:

Q3. \_\_

(25)

1. Ensign
2. LTJG
3. LT
4. LCDR
5. CDR
6. CAPT

Q4. Indicate your total years of active duty in the Navy to date:

Q4. \_\_

(26)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

ENTER  
ANSWERS  
HERE

Q5. Select the number to indicate your current position:

1. Intern
2. Resident
3. Staff Physician or Dentist in a hospital or clinic
4. Section Chief/Assistant Chief
5. Chief of Service
6. Medical or Dental Officer aboard surface ship
7. Medical or Dental Officer aboard submarine
8. Flight Surgeon
9. Other (specify) \_\_\_\_\_

Q5. \_\_\_\_ (27)

Q6. Select the number to indicate the average number of hours you work per week:

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q6. \_\_\_\_ (28)

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) \_\_\_\_\_

Q7.

1. \_\_\_\_ % (29)
2. \_\_\_\_ % (31)
3. \_\_\_\_ % (33)
4. \_\_\_\_ % (35)
5. \_\_\_\_ % (37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction:

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

Q8. \_\_\_\_ (39)

\_\_\_\_ (41)

\_\_\_\_ (43)



USE THE CODE NUMBER FROM THE LIST  
BELOW IN ANSWERING Q9, Q11 and Q13

ENTER  
ANSWERS  
HERE

CODE

01 Administration  
02 Education  
03 Anesthesiology  
04 Cardiology  
05 Dermatology  
06 General Practice  
07 Internal Medicine  
08 Obstetrics/Gynecology  
09 Ophthalmology  
10 Orthopedics  
11 Otolaryngology  
12 Pathology  
13 Pediatrics

CODE

14 Psychiatry  
15 Public Health  
16 Radiology  
17 General Surgery  
18 Urology  
19 Aviation Medicine  
20 Submarine Medicine  
21 General Dentistry  
22 Endodontics  
23 Periodontics  
24 Prosthodontics  
25 Oral Surgery  
00 Other (specify) \_\_\_\_\_

Q9. From the above list, write the two-digit CODE to indicate the specialty area in which you received your initial residency training: (If you did not have any residency training, enter "99" in the answer space for Q9 and Q10)

Q9. \_\_ \_\_ (45)

Q10. Select the number to indicate the amount of residency training you received corresponding to the specialty area stated in Q9:

Q10. \_\_ (47)

1. Less than 1 year
2. 1 to 2 years
3. 3 to 4 years
4. 5 or more years

Q11. If you have training in a specialty area(s) other than your initial residency, indicate the specialty area(s). (Use coded list above): If you have not had additional specialty training, enter "99" in answer space for Q11 and Q12.)

Q11a. \_\_ \_\_ (48)

b. \_\_ \_\_ (50)

Q12. Select the number to indicate the amount of training you have received corresponding to the specialty area(s) in Q11:

Q12a. \_\_ (52)

b. \_\_ (53)

1. Less than 1 year
2. 1 to 2 years
3. 3 to 4 years
4. 5 or more years

Q13. Indicate the specialty area in which you are currently functioning. (Use coded list above):

Q13. \_\_ \_\_ (54)

ENTER  
ANSWERS  
HERE

Q14. Select the number to indicate where you are currently functioning:

Q14. \_\_\_\_

(56)

1. Department within a hospital
2. Dispensary with bed capacity
3. Dispensary without bed capacity
4. Ship or submarine
5. Navy Dental clinic
6. Non-patient care area
7. Other (specify) \_\_\_\_\_

## RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II and Part III, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II and Part III in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
  1. Use a No. 2 pencil only
  2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3; then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on tan pages xi and xii.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9		0 1 2 3 4 5 6 7 8 9
	<b>RESPONSE BOOKLET</b>			0 1 2 3 4 5 6 7 8 9
	Serial No. <b>0232</b>			0 1 2 3 4 5 6 7 8 9

My name is

NAME

John Jones

Ignore these boxes

## INSTRUCTIONS

1. Use No. 2 pencil ONLY.
2. Indicate responses with solid black mark in space provided.
3. Erase COMPLETELY all changes.
4. Do not detach forms from packet.
5. Answer questions 2 through 5 below.
6. See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972  
 June = 06  
 4 = 04  
 1972 = 72

My Soc. Sec. No. is  
 304-26-9751

2 TODAY'S DATE	MONTH	1	0 1 2 3 4 5 6 7 8 9
	DAY	1 2 3	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

3 SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N21, Ser.No. 0232a

4 TASK BOOKLET	FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

My Birthday is May 22, 1935  
 May = 05 1935 = 35

5 DATE of BIRTH	MONTH	1	0 1 2 3 4 5 6 7 8 9
	DAY	1 2 3	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

TASK ANALYSIS BACKGROUND  
DATA SHEET

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

Ignore these boxes

## PART II

PART II A LIST OF ADMINISTRATIVE TASKS (Pages 01 to 08)

PART II B LIST OF GENERAL PATIENT CARE TASKS (Pages 09 to 17)

### HOW TO RESPOND TO TASK STATEMENTS

- Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.
- Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!
- Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page). This is necessary for computer processing.
- For each task, indicate on the response page under:  
Column A -  
How often you did this task within the last month.  
(If you were on leave, consider your immediate past working month.)  
  
0 = Did not do  
  
1 = Did less than 5 times  
  
2 = Did 5 to 20 times  
  
3 = Did 21 to 50 times  
  
4 = Did 51 to 100 times  
  
5 = Did more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

### Column B

Indicate the approximate time you spent the last time you performed this task.

- 0 = less than one minute
- 1 = 1 to 4 minutes
- 2 = 5 to 10 minutes
- 3 = 11 to 20 minutes
- 4 = 21 to 30 minutes
- 5 = 31 to 60 minutes
- 6 = 1 to 2 hours
- 7 = more than 2 hours

### Column C

Do you ever delegate this task to enlisted personnel?

- 0 = No
- 1 = Yes

### Column D

Would you delegate this task to appropriately trained enlisted allied health personnel?

- 0 = No
  - 1 = Yes, but only with direct supervision
  - 2 = Yes, without direct supervision
- Please tear the enclosed tab at the perforation and use the side which reads, "How to Respond to Part II A and B". It contains the above instructions in abbreviated form.
  - All of the tasks in Part II (A and B) are to be answered using these instructions.
  - After completing Part II A and B, please read instructions for Part III on the tan page preceding page 18.

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART IIA AND B

PAGES 01 TO 17

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT; IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED	DO YOU EVER DELEGATE TASK TO ENLISTED PERSONNEL?	WOULD YOU DELEGATE THIS TASK TO APPROPRIATELY TRAINED ENLISTED ALLIED HEALTH PERSONNEL?
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	0=NO
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	1=YES, BUT ONLY WITH DIRECT SUPERVISION
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		2=YES, WITHOUT DIRECT SUPERVISION
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART III

PAGES 18 TO 29

(RESPOND ONLY TO THE PAGE CORRESPONDING TO YOUR SPECIALTY)

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COL. B.

A		B	C	D
FREQUENCY	TIME CONSUMED	DISREGARD	DISREGARD	DISREGARD
0 = DID NOT DO LAST MONTH	0 = LESS THAN 1 MINUTE			
1 = DID LESS THAN 5 TIMES	1 = 1 TO 4 MINUTES			
2 = DID 5 TO 20 TIMES	2 = 5 TO 10 MINUTES			
3 = L/D 21 TO 50 TIMES	3 = 11 TO 20 MINUTES			
4 = DID 51 TO 100 TIMES	4 = 21 TO 30 MINUTES			
5 = DID MORE THAN 100 TIMES	5 = 31 TO 60 MINUTES			
	6 = 1 TO 2 HOURS			
	7 = MORE THAN 2 HOURS			



Part II A

LIST OF ADMINISTRATIVE TASKS

(Pages 01 to 08)

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1  
OF RESPONSE BOOKLET

- 1 | PLAN THE DEPARTMENT/UNIT PHYSICAL LAYOUT
- 2 | DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
- 3 | INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
- 4 | DOCUMENT NEW OR CHANGED PROCEDURES
- 5 | ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
- 6 | ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
- 7 | PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
- 8 | SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
- 9 | ADMINISTER/MAINTAIN UNIT LIBRARY
- 10 | PREPARE BUDGET
- 11 | ADMINISTER BUDGET
- 12 | APPROVE REQUISITIONS
- 13 | REVIEW REQUISITIONS
- 14 | GIVE DIRECT SUPERVISION FOR THE PREPARATION OF  
REQUISITIONS/PURCHASE ORDERS/WORK REQUESTS
- 15 | MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 16 | MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 17 | EVALUATE NEW EQUIPMENT, I.E. USER TEST
- 18 | COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
- 19 | PROJECT COSTS FOR EQUIPMENT NEEDS
- 20 | MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF  
EQUIPMENT/SUPPLIES
- 21 | APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
- 22 | NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 23 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL  
SUPPLIES/TRAINING AIDS
- 24 | COORDINATE COST REDUCTION PROGRAMS
- 25 | IMPLEMENT COST REDUCTION PROGRAMS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 1 OF RESPONSE BOOKLET
26	RECOMMEND CHANGE IN MANPOWER LEVELS
27	EVALUATE THE PERFORMANCE OF PERSONNEL
28	MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
29	COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
30	REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
31	GIVE DIRECT SUPERVISION TO EMPLOYEES
32	GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS
33	HIRE/FIRE CIVILIAN PERSONNEL
34	RECOMMEND THE HIRING/TERMINATION OF PERSONNEL
35	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
36	INTERVIEW CANDIDATES FOR EMPLOYMENT
37	RECOMMEND ASSIGNMENT OF STAFF PERSONNEL TO UNIT/WARD
38	DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
39	AUTHORIZE EMERGENCY PASSES
40	AUTHORIZE EXCUSED/LIGHT DUTIES
41	COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES AFFECTING STAFF
42	BRIEF THE COMMANDING OFFICER
43	COORDINATE WITH HOSPITAL/DEPARTMENT SUPPORT SERVICES, E.G. SOCIAL SERVICES, RED CROSS
44	COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS, E.G. QUARANTINE
45	COORDINATE ASSIGNMENT OF HOSPITAL AUXILIARIES
46	COORDINATE WITH BUMED ON MATTERS PERTAINING TO PERSONNEL
47	CERTIFY QUALITY OF WORK PERFORMED BY CIVILIAN CONTRACTORS
48	DETERMINE DUTIES FOR PERSONNEL
49	INTERVIEW/COUNSEL/ADVISE STAFF
50	DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 2 OF RESPONSE BOOKLET
1	APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
2	DEVELOP IMPROVED WORK METHODS AND PROCEDURES
3	DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
4	EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
5	REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
6	REVIEW DUTY/WARD LOG BOOK
7	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
8	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
9	PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS FOR USE BY PERSONNEL
10	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
11	PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
12	PLAN FACILITY MANNING LEVELS
13	CONDUCT COMMAND INSPECTIONS
14	COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
15	PLAN RECREATION PROGRAMS
16	VERIFY ENLISTED NAVY HEALTH RECORDS
17	PROVIDE INFORMATION ON QUESTIONS ABOUT CAMPUS PROGRAM, E.G. ELIGIBILITY, PROCEDURES
18	ESTABLISH CRITERIA/GUIDELINES FOR POSITIONS FOR SUBORDINATE PERSONNEL, E.G. WORK POSITIONS
19	INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS, SECURITY CLEARANCES
20	DESIGN STATUS BOARDS/CHARTS
21	ASSIST IN COMMAND INSPECTIONS
22	ARRANGE TIME/DETAIL SCHEDULES
23	APPROVE TIME/DETAIL SCHEDULES
24	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
25	CERTIFY CIVILIAN ATTENDANCE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 2  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 26 | 1 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS  |
| 27 | 1 PROCESS PERSONNEL REQUESTS   |
| 28 | 1 PREPARE WARD REPORT  |
| 29 | 1 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION                        |
| 30 | 1 RECOMMEND/GIVE ADVICE FOR WORK SIMPLIFICATION/MEASUREMENT STUDIES                    |
| 31 | 1 PLACE PATIENT/PERSONNEL ON REPORT  |
| 32 | 1 PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS                     |
| 33 | 1 APPROVE SPECIAL REQUEST/REQUISITION CHITS  |
| 34 | 1 COMPOSE AND PREPARE INSPECTION REPORTS   |
| 35 | 1 COUNSEL PERSONNEL ON REENLISTMENT/REENLISTMENT PROGRAMS                              |
| 36 | 1 CERTIFY INVOICES FOR PAYMENT OF FUNDS  |
| 37 | 1 INTERPRET BUPERS MANUALS/INSTRUCTIONS/NOTICES  |
| 38 | 1 INSPECT FOR PROPER UTILIZATION OF FORMS BY PERSONNEL                                 |
| 39 | 1 EVALUATE READINESS CAPABILITY OF UNIT  |
| 40 | 1 COUNSEL EMPLOYEE/STAFF   |
| 41 | 1 ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE                                |
| 42 | 1 MAINTAIN CIVILIAN EMPLOYEE RECORDS AND REPORTS                                       |
| 43 | 1 AUTHORIZE ANNUAL/SICK LEAVE  |
| 44 | 1 ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE |
| 45 | 1 KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES                      |
| 46 | 1 RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION   |
| 47 | 1 RECOMMEND PERSONNEL FOR EDUCATION/TRAINING   |
| 48 | 1 ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE                         |
| 49 | 1 MAINTAIN DUTY/CALL/EMERGENCY RECALL POSTER   |
| 50 | 1 MAINTAIN RECORDS OF SPECIAL DUTY NURSES/CIVILIAN NURSES EMPLOYED                     |

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 3  
OF RESPONSE BOOKLET

- 1 MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
- 2 COMPILE/UPDATE MAILING/ADDRESS LIST
- 3 MAINTAIN ATTENDANCE RECORDS
- 4 MAINTAIN PERSONAL RECORDS OF THE STAFF, E.G. BOCK LOG, STATUS BOARDS
- 5 FILL OUT TIME SHEETS
- 6 PREPARE WORK ORDERS/WORK REQUESTS
- 7 DRAFT OFFICIAL CORRESPONDENCE
- 8 DICTATE LETTERS/REPORTS
- 9 TYPE
- 10 PREPARE DIRECTORIES
- 11 PREPARE AUTOMATED DATA PROCESSING CODE SHEETS
- 12 PREPARE NECESSARY PAPERWORK FOR MEDICAL BOARDS
- 13 MAKE ADMINISTRATIVE ARRANGEMENTS FOR MEDICAL BOARDS
- 14 TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
- 15 COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 16 UP-DATE/REVISE COMMAND DIRECTIVES
- 17 PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
- 18 SORT/FORWARD MAIL
- 19 WRITE/ENTER INTO LOG MINUTES/NOTES OF MEETINGS
- 20 REVIEW INCOMING MESSAGES/MEMOS
- 21 MAKE ENTRIES INTO DEPARTMENTAL LOG FOR COMMAND
- 22 PREPARE WATCH LISTS
- 23 PREPARE LEAVE REQUEST FORMS
- 24 PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
- 25 EDIT COMMAND DIRECTIVES

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 3  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 26 | ARRANGE FOR BRIEFINGS  |
| 27 | CONDUCT BRIEFINGS  |
| 28 | COMPOSE/DRAFT AN AGENDA FOR STAFF MEETINGS   |
| 29 | CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS                              |
| 30 | COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL VISITS/CIVILIAN TOURS              |
| 31 | COORDINATE WITH CIVILIAN ORGANIZATIONS, GROUPS, E.G. TOASTMASTERS, SCHOOLS               |
| 32 | ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS                                    |
| 33 | REFER ONWARD TO THE PROPER PERSONNEL QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS      |
| 34 | SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER  |
| 35 | ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS                                  |
| 36 | CONDUCT TOURS OF FACILITY FOR VISITORS   |
| 37 | COORDINATE STAFFING ARRANGEMENTS   |
| 38 | PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW                                      |
| 39 | ESTABLISH DUTY/CALL/EMERGENCY RECALL ROSTER  |
| 40 | INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO PATIENTS/STAFF/VISITORS                      |
| 41 | ENSURE THAT SAFE INDUSTRIAL PRACTICES ARE ADHERED TO, E.G. USE OF PROTECTIVE EYE GLASSES |
| 42 | SUPERVISE DISASTER CONTROL PROGRAM   |
| 43 | EVALUATE HOSPITAL FIRE DRILL   |
| 44 | ORGANIZE/PREPARE A MASS CASUALTY PLAN  |
| 45 | ORGANIZE/PREPARE A MINOR CASUALTY PLAN   |
| 46 | MAINTAIN INVENTORY OF PRECIOUS METALS/NARCOTICS  |
| 47 | PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS                                |
| 48 | PREPARE MUSTER REPORT  |
| 49 | PREPARE VARIOUS ADMINISTRATIVE BOARD REPORTS   |
| 50 | MAKE ENTRIES INTO SERVICE RECORDS  |

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 4  
OF RESPONSE BOOKLET

- 1 REVIEW CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
- 2 DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
- 3 MAINTAIN CONTROL OVER CLASSIFIED MATERIAL
- 4 RECOMMEND WARD/UNIT SHAKEDOWN
- 5 ASSIST IN COMMAND PERSONNEL INSPECTIONS
- 6 ORGANIZE/PREPARE FOR CEREMONIES, E.G. COMMAND CHANGE, REINLISTMENT
- 7 INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
- 8 REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
- 9 REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO TOXIC GASES/FUMES
- 10 CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES
- 11 CONDUCT SECURITY INSPECTIONS
- 12 COORDINATE WITH INTELLIGENCE USERS AND AGENCIES
- 13 INSPECT LIVING QUARTERS
- 14 SERVE ON DAMAGE CONTROL TEAM
- 15 SERVE AS MEMBER OF ALCOHOL AND NARCOTIC INVENTORY BOARD
- 16 SERVE AS CASUALTY CARE COORDINATOR
- 17 PREPARE FOR INSPECTIONS
- 18 PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES
- 19 MAINTAIN CUSTODY OF CLASSIFIED INFORMATION
- 20 ASSIST IN COMMAND MATERIAL INSPECTIONS
- 21 ANALYZE TRAINING STATUS OF THE DEPARTMENT
- 22 APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
- 23 COUNSEL TRAINEES REGARDING FIRST TOUR ASSIGNMENT
- 24 COUNSEL PERSONNEL/TRAINEES ON CAREER PLANS, E.G. AVAILABILITY OF EDUCATIONAL PROGRAMS
- 25 MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES

GO TO RIGHT HAND PAGE



TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 4 OF RESPONSE BOOKLET
26	NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
27	ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM, CLASS SCHEDULE
28	SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
29	CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
30	DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
31	POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
32	SUPERVISE/DIRECT UNITS'S OJT PROGRAM
33	PREPARE CLASS RECORDS
34	WRITE REPORT ON TRAINING FOR BUMED
35	SELECT INSTRUCTORS FOR TRAINING PROGRAM
36	SUGGEST TOPICS FOR CLASSES/CONFERENCES
37	COORDINATE DOCTORS/GUESTS LECTURES
38	WRITE REPORTS FOR CLASSES/CONFERENCES
39	COMPOSE STUDENT EVALUATION REPORT
40	TRAIN OTHER EMPLOYEES
41	DESIGN IN-SERVICE TRAINING COURSES
42	CONDUCT IN-SERVICE TRAINING COURSES
43	ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT
44	CONDUCT TEACHING ROUNDS
45	PLAN INSTRUCTIONAL - STAFF MEETINGS
46	PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
47	TEACH FORMAL CLASSES
48	DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
49	SELECT TOPICS FOR STAFF LECTURE SERIES
50	EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 5  
OF RESPONSE BOOKLET

- 1 ADMINISTER EXAMINATIONS
- 2 EVALUATE STUDENTS PERFORMANCE/PROGRESS
- 3 ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
- 4 SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G.  
PATIENTS, CASE STUDIES
- 5 IDENTIFY PERSONNEL AVAILABLE TO PARTICIPATE IN EDUCATION AND  
TRAINING PROGRAMS
- 6 TRAIN INSTRUCTORS
- 7 PLAN CONTENT FOR OJT PROGRAM
- 8 EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM
- 9 EVALUATE TEACHER EFFECTIVENESS
- 10 COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 11 COUNSEL STUDENTS/STAFF CONCERNING ACADEMIC PROGRAMS
- 12 COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PROGRAM
- 13 SERVE AS CONSULTANT, GUEST LECTURER
- 14 SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES,  
CONFERENCES, WORKSHOPS, LECTURES
- 15 MAKE RECOMMENDATIONS CONCERNING DISENROLLMENT OF STUDENTS
- 16 LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
- 17 LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
- 18 LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
- 19 INSTRUCT ON PERSONAL HYGIENE
- 20 INSTRUCT ON NON-PROFESSIONAL SUBJECTS
- 21 GIVE FIRST AID INSTRUCTION
- 22 SPEAK/PARTICIPATE IN COMMUNITY AFFAIRS, E.G. PTA, HEALTH  
SOCIETIES
- 23 CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
- 24 PLAN/CONDUCT COMBAT TRAINING FOR MEDICAL PERSONNEL
- 25 READ/REVIEW MEDICAL/DENTAL LITERATURE

GO TO RIGHT HAND PAGE

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 5  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 26 | RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES |
| 27 | PARTICIPATE IN RESEARCH STUDIES/PROJECT E.G. RESPOND TO SURVEYS                             |
| 28 | MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL TYPED MATERIAL                  |
| 29 | PROOF READ CORRESPONDENCE/PUBLICATIONS  |
| 30 | EDIT/PREPARE PROFESSIONAL ARTICLES/REPORTS FOR PUBLICATION/SUBMISSION                       |
| 31 | DELIVER/READ TECHNICAL PAPERS AT CONFERENCES/CLASSES/CONVENTIONS                            |
| 32 | WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES                                 |
| 33 | ATTEND PROFESSIONAL MEETINGS  |
| 34 | ADVISE LIBRARIAN ON MAINTENANCE AND PURCHASE OF MEDICAL/TECHNICAL PUBLICATIONS              |
| 35 | DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE                  |
| 36 | INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY                               |
| 37 | CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS                                 |
| 38 | DETERMINE ADEQUACY OF STERILIZATION PROCEDURES  |
| 39 | INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE                          |
| 40 | ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS  |
| 41 | MAINTAIN STOCK OF STERILE SUPPLIES  |
| 42 | MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT                                |
| 43 | MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT                                   |
| 44 | VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/MATERIAL                    |
| 45 | VERIFY AND CO-SIGN INVENTORY  |
| 46 | INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES                               |
| 47 | ESTABLISH SUPPLY USAGE RATE   |
| 48 | ORDER STOCK MEDICATIONS FROM PHARMACY   |
| 49 | PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER  |
| 50 | SAFEGUARD POISONS   |

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 6  
OF RESPONSE BOOKLET

- 1 ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
- 2 INSPECT DRUG STORAGE IN WARD/CLINIC/DEPARTMENT
- 3 OBTAIN DRUG SAMPLES/LITERATURE FROM DRUG COMPANY
- 4 DELIVER NARCOTICS/CONTROLLED DRUGS/ALCOHOL TO WARD/CLINIC/OTHER DEPARTMENTS
- 5 SEARCH FOR UNACCOUNTABLE WARD/CLINIC NARCOTICS/CONTROLLED DRUGS
- 6 CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
- 7 ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
- 8 PERFORM PREVENTIVE MAINTENANCE
- 9 USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL)
- 10 CONDUCT AUDITS/INVENTORY ALCOHOL/PRECIOUS METALS/NARCOTICS
- 11 DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
- 12 EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
- 13 SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
- 14 CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
- 15 CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
- 16 COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/MAINTENANCE
- 17 DETERMINE IF EQUIPMENT NECESSITATES REPAIR/SERVICE
- 18 COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
- 19 ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
- 20 RECEIVE AND PROCESS MATERIAL COMPLAINTS
- 21 RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
- 22 MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
- 23 ASSIST IN PRECIOUS METALS/NARCOTICS INVENTORY
- 24 PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
- 25 PREPARE LOCAL, OPEN PURCHASE HIGH-DOLLAR ITEMS REPORT.  
(NAVMEC-6700/2)

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ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 6  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 26 | PREPARE LINEN INVENTORY (NAVMED-6770/1)   |
| 27 | PREPARE LAUNDRY LIST (NAVMED-6770/3)  |
| 29 | ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA  |
| 29 | DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION                                |
| 30 | REVIEW AND EVALUATE ASEPTIC TECHNIQUES  |
| 31 | INSPECT SPACES FOR INSECT INFESTATION   |
| 32 | CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS                                      |
| 33 | INSPECT FIRE EQUIPMENT  |
| 34 | PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS   |
| 35 | PERFORM ROUTINE SAFETY INSPECTIONS  |
| 36 | DO SUPPLY/EQUIPMENT INVENTORY   |
| 37 | SURVEY EQUIPMENT TO DETERMINE CONTINUED SERVICEABILITY/USABILITY                        |
| 38 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT   |
| 39 | PREPARE INVENTORY REPORTS   |
| 40 | MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM                               |
| 41 | OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS                                     |
| 42 | VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS |
| 43 | VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET            |
| 44 | FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED                         |
| 45 | COORDINATE PATIENT TREATMENT PLAN WITH OTHER DEPARTMENTS/AGENCIES                       |
| 46 | COMPLETE REPORT FORMS ON ADVERSE DRUG REACTION  |
| 47 | COMPILE LIST OF MEDICATION ORDERS REQUIRING DOCTOR'S RENEWAL                            |
| 48 | INFORM PHARMACIST OF NEW OR RENEWED PRESCRIPTIONS BY TELEPHONE                          |
| 49 | CONFIRM TELEPHONE INQUIRIES ON REFILLS, NEW PRESCRIPTIONS                               |
| 50 | CHECK AND SIGN PRESCRIPTIONS  |

TURN PAGE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 7  
OF RESPONSE BOOKLET

- 1 ASSESS COMPLETENESS OF LABORATORY REPORTS
- 2 COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
- 3 NOTIFY NEXT-OF-KIN WHEN REQUIRED
- 4 SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY SECURED FOR TRANSPORT
- 5 DETERMINE STAFF/PATIENT RATIOS
- 6 OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
- 7 COORDINATE WITH THE APPROPRIATE AUTHORITIES WHEN DEATH OCCURS, E.G. CORONER
- 8 ASSIST PATIENTS WHO HAVE DIFFICULTY DEALING WITH OTHER AGENCIES
- 9 ADVISE PATIENT OF RIGHTS IN REGARD TO MEDICAL BOARDS
- 10 COUNSEL PATIENTS ON ADMINISTRATIVE/LEGAL MATTERS
- 11 PERFORM QUALITATIVE ANALYSIS OF HEALTH RECORD
- 12 MAINTAIN MEDICAL/DENTAL RECORDS
- 13 ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
- 14 ASSIGN WORK TO PATIENTS
- 15 ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
- 16 CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
- 17 FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
- 18 PROCESS PATIENT ADMISSIONS/DISCHARGES/TRANSFERS
- 19 ARRANGE FOR SPECIAL OR LATE MEALS FOR PATIENTS/VISITOR/STAFF
- 20 SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
- 21 CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
- 22 INFORM HOSPITAL AUTHORITIES OF PATIENTS CONDITION
- 23 IDENTIFY RADIOGRAPH
- 24 CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
- 25 ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 7 OF RESPONSE BOOKLET
26	LOCATE LAB/EXAMINATION REPORTS/HEALTH RECORDS/CHARTS
27	PREPARE/UPDATE DIET LIST
28	LOG ANALYSIS RESULTS
29	MAINTAIN TECHNIQUE CHARTS
30	MAINTAIN X-RAY FILM LIBRARY/FILE
31	MAINTAIN CARDEX FILE/SYSTEM
32	PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPERWORK WHEN DEATH OCCURS
33	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, SEG
34	REPORT INFECTIONS TO INFECTION COMMITTEE
35	REPORT PATIENT CENSUS/INFORMATION TO COMMANDING OFFICER, E.G. MORNING REPORT
36	CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
37	REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS
38	LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL
39	RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD
40	ADJUST/COORDINATE CHANGES IN PATIENT SCHEDULES AS NEEDED
41	ASSIST PEOPLE IN FINDING CLINICS AND SPACES
42	PREPARE BIRTH CERTIFICATES/PAPERWORK WHEN BIRTH OCCURS
43	PREPARE REPORT OF MEDICAL EXAMINATION
44	OBTAIN/WITNESS PATIENT'S SIGNATURE FOR RELEASE OF MEDICAL INFORMATION, E.G., X-RAYS, RECORDS
45	PREPARE PATIENT LIBERTY LIST
46	ASSEMBLE PATIENT CHART, RECORDS, PAPERWORK FOR NEW ADMISSION/DISCHARGE/TRANSFER
47	ASSEMBLE PATIENT CHART, RECORDS, X-RAYS FOR PRE-OP
48	OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS
49	ENTER PATIENT IDENTIFICATION INFORMATION ONTC REPORTS/RECORDS
50	COORDINATE PATIENT TRANSFER WITHIN HOSPITAL

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 9  
OF RESPONSE BOOKLET

- 1 COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
- 2 CHECK RETURNED LAB REPORT FOR COMPLETION OF REQUESTED TESTS
- 3 CONDUCT LOCKER CHECKS FOR SECURITY ON LOCKED WARD
- 4 CONFISCATE UNAUTHORIZED DRUGS/OBJECTS
- 5 HELP LOCATE/PROVIDE PATIENT ACCESS TO PATIENT'S BELONGINGS
- 6 NOTIFY SECURITY DEPARTMENT, EG FOR PATIENT ESCAPE, DRUG  
CONFISCATION
- 7 PREPARE PROSTHETIC CASE RECORD (NAVMEC-952)
- 8 ARRANGE FOR PATIENT'S ADMISSION TO HOSPITAL
- 9 EXPLAIN CONSENT FORMS; OBTAIN PATIENT SIGNATURE, AND SIGN AS  
WITNESS TO SIGNATURE
- 10 CONTACT OTHER FACILITIES TO OBTAIN/COORDINATE PATIENT OR DOCTOR  
APPOINTMENTS
- 11 SIGN FORMS REQUIRING M.D. SIGNATURE, E.G. INSURANCE, TRANSFER,  
SCHOOL FORMS
- 12 NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
- 13 GIVE/RECEIVE PATIENT CONDITION REPORTS

PLEASE WRITE IN THE SPACE BELOW ANY TIME CONSUMING  
ADMINISTRATIVE TASKS YOU PERFORM WHICH WERE NOT  
INCLUDED IN THIS SECTION.



Part II B

LIST OF GENERAL PATIENT CARE TASKS

(Pages 09 to 17)

(ANSWER THE TASKS IN THIS SECTION USING THE SAME  
INSTRUCTIONS AS IN PART II A.)

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 9  
OF RESPONSE BOOKLET

- 1 | PERFORM DIETARY TRIALS IN FOOD ALLERGY
- 2 | PERFORM PATCH TESTS
- 3 | PERFORM WOODS LAMP EXAMINATION
- 4 | EVALUATE NASAL SMEARS FOR EOSINOPHILIA
- 5 | DESENSITIZE PATIENT WITH ALLERGY
- 6 | TEACH PARENT RECOGNITION AND PREVENTION OF FOOD ALLERGIES IN CHILDREN
- 7 | RECOMMEND PROCEDURES OR IMPROVEMENTS FOR CONTROL OF AIR POLLUTANTS, E.G. DUST, FUMES
- 8 | APPLY TOPICAL ANESTHESIA
- 9 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
- 10 | ADMINISTER REGIONAL BLOCK ANESTHESIA
- 11 | EXAMINE GUMS AND TEETH, E.G., FOR GINGIVITIS OR CARIES
- 12 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TOOTH/ORAL CAVITY PAIN
- 13 | REMOVE MINOR ORAL LESIONS, E.G. MUCOCYCLE
- 14 | TEACH PATIENT SELF-CARE PREVENTIVE DENTISTRY MEASURES, E.G. USE OF TOOTHBRUSH, WATER PIC
- 15 | COUNSEL PATIENT/FAMILY ABOUT THE NEED FOR ORTHODONTIC CARE
- 16 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RASHES, SORES, WARTS, OR OTHER SKIN PROBLEMS
- 17 | EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
- 18 | EXAMINE FOR CUTANEOUS MANIFESTATIONS OF SYSTEMIC DISEASE
- 19 | EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
- 20 | PRESCRIBE SYMPTOMATIC TREATMENT FOR SKIN RASHES
- 21 | TAKE SKIN SCRAPE SPECIMEN FROM PATIENT
- 22 | PERFORM PUNCH BIOPSY OF SKIN/MUCOUS MEMBRANE
- 23 | REMOVE SUPERFICIAL BODY FROM TISSUE
- 24 | EXCISE BENIGN SKIN LESION
- 25 | TREAT WART WITH CHEMICAL AGENT

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 9  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 26 | EVALUATE NEED FOR EMERGENCY TREATMENT                                       |
| 27 | GIVE EMERGENCY TREATMENT/FIRST AID FOR FOOD POISONING                       |
| 28 | GIVE EMERGENCY TREATMENT/FIRST AID FOR CARBON MONOXIDE POISONING            |
| 29 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SMOKE INHALATION                     |
| 30 | GIVE EMERGENCY TREATMENT/FIRST AID FOR EYE TRAUMA                           |
| 31 | GIVE EMERGENCY TREATMENT/FIRST AID FOR ACUTE URINARY RETENTION              |
| 32 | GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRIC SHOCK                       |
| 33 | GIVE EMERGENCY TREATMENT/FIRST AID FOR DROWNING                             |
| 34 | GIVE EMERGENCY TREATMENT/FIRST AID FOR A CONVULSION                         |
| 35 | GIVE EMERGENCY TREATMENT/FIRST AID FOR CARDIAC ARREST                       |
| 36 | GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES                            |
| 37 | GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES                    |
| 38 | GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRAGE                   |
| 39 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK                                |
| 40 | GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION                |
| 41 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SPINAL CORD INJURY                   |
| 42 | GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE                  |
| 43 | GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL<br>INGESTION/POISONING |
| 44 | GIVE EMERGENCY TREATMENT/FIRST AID FOR TRAUMATIC AMPUTATION                 |
| 45 | GIVE EMERGENCY TREATMENT/FIRST AID FOR PSYCHIATRIC<br>CRISIS/EPISODE        |
| 46 | GIVE EMERGENCY TREATMENT/FIRST AID FOR CORNEAL ABRASION                     |
| 47 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)                   |
| 48 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN<br>LIGAMENT       |
| 49 | GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION                           |
| 50 | GIVE EMERGENCY TREATMENT/FIRST AID FOR INSULIN SHOCK                        |

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10  
OF RESPONSE BOOKLET

- 1 GIVE EMERGENCY TREATMENT/FIRST AID FOR DIABETIC COMA
- 2 GIVE EMERGENCY TREATMENT/FIRST AID FOR COLD INJURY, E.G., FROST BITE
- 3 GIVE EMERGENCY TREATMENT/FIRST AID FOR BITES
- 4 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX
- 5 GIVE EMERGENCY TREATMENT/FIRST AID FOR BURNS
- 6 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT ILLNESS, E.G. HEAT EXHAUSTION, HEAT STROKE
- 7 GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT
- 8 ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE
- 9 CONTROL BLEEDING BY PRESSURE DRESSING
- 10 GIVE ARTIFICIAL RESPIRATION
- 11 GIVE EXTERNAL CARDIAC MASSAGE
- 12 INTUBATE PATIENT'S TRACHEA/LARYNX
- 13 DEFIBRILLATE PATIENT
- 14 PERFORM RECTAL EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
- 15 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RECTAL BLEEDING
- 16 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEMATEMESIS
- 17 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MELENA
- 18 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ASCITES
- 19 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF JAUNDICE
- 20 COLLECT RECTAL SPECIMENS USING STERILE SWAB
- 21 PERFORM PROCTOSCOPY/SIGMOIDOSCOPY
- 22 PERFORM GASTROSCOPY
- 23 PERFORM ESOPHAGOSCOPY
- 24 INSERT N.G./LEVINE TUBE
- 25 LAVAGE STOMACH, I.E. IRRIGATE UNTIL CLEAR

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TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
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|----|--|
| 26 | TREAT ANAL FISSURE   |
| 27 | TREAT HEMORRHOIDS MEDICALLY  |
| 28 | DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS                                 |
| 29 | DETERMINE NEED FOR ADMISSION OF PATIENT TO HOSPITAL                            |
| 30 | SCREEN PATIENTS VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION          |
| 31 | SCREEN PATIENTS ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE  |
| 32 | READ/REVIEW PATIENT'S HEALTH RECORD  |
| 33 | OBTAIN PATIENT'S CHIEF COMPLAINT   |
| 34 | OBTAIN PERTINENT MEDICAL HISTORY   |
| 35 | OBTAIN SYSTEMS REVIEW (HISTORY)  |
| 36 | OBTAIN IMMUNIZATION HISTORY  |
| 37 | OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY                                     |
| 38 | WRITE ABSTRACT OF PATIENT'S MEDICAL HISTORY                                    |
| 39 | WRITE EXAMINATION/PROGRESS/THERAPY NOTES ON PATIENT RECORD                     |
| 40 | MAKE ENTRIES ON PROBLEM-ORIENTED MEDICAL RECORDS                               |
| 41 | ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST    |
| 42 | ORDER DIAGNOSTIC TESTS   |
| 43 | PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED         |
| 44 | REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL ((POSITIVE) FINDINGS |
| 45 | MEASURE CIRCULATION TIME   |
| 46 | PERFORM PHYSICAL EXAM  |
| 47 | EVALUATE PATIENT WITH ELEVATED TEMPERATURE                                     |
| 48 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEADACHE                           |
| 49 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DEPRESSION                         |
| 50 | ASSESS SIGNS AND SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION          |

TURN PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 1  | EVALUATE BEHAVIORAL CHANGES OF PATIENT                                      |
| 2  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF FATIGUE                         |
| 3  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DIZZINESS                       |
| 4  | EVALUATE PATIENT WITH HIGH/LOW BLOOD PRESSURE                               |
| 5  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TROUBLE SWALLOWING              |
| 6  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SORE THROAT OR COUGH            |
| 7  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SHORTNESS OF BREATH             |
| 8  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CHEST PAIN                      |
| 9  | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ABDOMINAL PAIN                  |
| 10 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NAUSEA, VOMITING OR<br>DIARRHEA |
| 11 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEMOPTYSIS                      |
| 12 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INDIGESTION                     |
| 13 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CONSTIPATION                    |
| 14 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MUSCLE PAIN                     |
| 15 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF LEG PAIN/CRAMP                  |
| 16 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EXCESSIVE THIRST                |
| 17 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF FLUID RETENTION                 |
| 18 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF WEIGHT LOSS/WEIGHT<br>GAIN      |
| 19 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HAIR LOSS                       |
| 20 | EVALUATE PATIENT WITH GENETIC DISORDER/HISTORY                              |
| 21 | FOLLOW UP TB TEST CONVERTERS (NEGATIVE TO POSITIVE TUBERCULIN)              |
| 22 | DO FOLLOW UP ON TB CONTACTS FOR EXAMINATION/TREATMENT                       |
| 23 | DO FOLLOW UP ON VD CONTACTS FOR EXAMINATION/TREATMENT                       |
| 24 | PRESCRIBE SYMPTOMATIC TREATMENT FOR FLU                                     |
| 25 | PRESCRIBE SYMPTOMATIC TREATMENT FOR COUGH                                   |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	PRESCRIBE SYMPTOMATIC TREATMENT FOR INDIGESTION/HEARTBURN
27	PRESCRIBE SYMPTOMATIC TREATMENT FOR ABDOMINAL PAIN
28	PRESCRIBE SYMPTOMATIC TREATMENT FOR NAUSEA AND VOMITING
29	PRESCRIBE SYMPTOMATIC TREATMENT FOR CONSTIPATION
30	PRESCRIBE SYMPTOMATIC TREATMENT FOR DIARRHEA
31	PRESCRIBE SYMPTOMATIC TREATMENT FOR MUSCULOSKELETAL PAIN
32	TAKE ELECTROCARDIOGRAPH (EKG, ECG)
33	READ/INTERPRET ELECTROCARDIOGRAM
34	IDENTIFY AND DESCRIBE CARDIAC ARRHYTHMIAS WHICH APPEAR ON MONITOR AND/OR TRACING STRIP
35	INSERT CENTRAL VENOUS PRESSURE (CVP) CATHETER
36	CHECK CENTRAL VENOUS PRESSURE
37	INTERPRET PULMONARY FUNCTION STUDIES
38	PERFORM A LUMBAR PUNCTURE
39	ASSESS SIGNS AND SYMPTOMS OF DRUG ABUSE
40	ASSESS PATIENT WITH A DRUG DEPENDENCY
41	CONFER WITH PATIENT/FAMILY TO PLAN PATIENT CARE
42	ASSESS/EVALUATE PATIENT'S/FAMILY'S UNDERSTANDING/ACCEPTANCE OF HEALTH PROBLEMS
43	EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME
44	DETERMINE IF PATIENT HAS COMPLIED WITH PRESCRIBED TREATMENT REGIMEN
45	EVALUATE THE NATURE OF PATIENT'S RESISTANCE TO TREATMENT
46	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
47	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/TREATMENT
48	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
49	TEACH PATIENT/FAMILY WARNING SIGNS OF CANCER
50	COUNSEL SEXUAL MATE OF PATIENT WITH VAGINITIS/VENEREAL DISEASE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12 OF RESPONSE BOOKLET
1	EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G. PREVENTION, SYMPTOMS
2	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
3	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
4	CONFER WITH OTHER M.D.'S ON PATIENT MANAGEMENT
5	CONFER WITH ALLIED HEALTH PERSONNEL TO DISCUSS PATIENT PROGRESS/PROBLEMS
6	MAKE HOUSE CALLS
7	MAKE PATIENT ROUNDS OF WARDS/SECTION/UNIT/HOSPITAL
8	CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
9	PRESCRIBE MEDICATIONS
10	ADMINISTER INJECTIONS
11	ADMINISTER INNOCULATIONS AND VACCINATIONS
12	CALCULATE PEDIATRIC DOSAGE OF COMPOUNDED MEDICINALS
13	CALCULATE SPECIAL DIET, E.G. LOW SODIUM, DIABETIC DIET
14	CALCULATE/PLAN ORAL FLUID RESTRICTIONS
15	DETERMINE WHEN TO GIVE P.R.N. MEDICATION, E.G. PAIN, SEDATIVE, LAXATIVE
16	PRESCRIBE TYPE AND AMOUNT OF INTRAVENOUS FLUID THERAPY
17	PERFORM INTRAVENOUS CUTDOWN
18	START I.V. THERAPY
19	ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN
20	ADMINISTER I.V. DOSE OF NON RADIOACTIVE TEST MATERIAL, E.G. BSP DYE, RADIOPAQUE DYE
21	START/HANG BLOOD TRANSFUSION
22	SUCTION TRACHEA, I.E. DEEP ENDOTRACHEAL SUCTION
23	ADMINISTER OXYGEN THERAPY
24	PERFORM THORACENTESIS
25	PERFORM PARACENTESIS



TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
27	COUNSEL AND INSTRUCT PATIENT IN THE SELECTION OF NUTRITIONAL FOODS
28	INSTRUCT PATIENT IN PREPARING FOODS FOR WELL BALANCED/SPECIAL DIETS
29	COUNSEL FAMILY IN CARE OF GERIATRIC PATIENT
30	COUNSEL/INSTRUCT PATIENTS WITH SEXUAL PROBLEMS
31	TEACH PATIENT/FAMILY SELF USE OF THERAPEUTIC EQUIPMENT/DEVICES
32	TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
33	TEACH FAMILY HOW TO CARE FOR PATIENT AT HOME
34	SUGGEST BOOKS (FICTION/NON-FICTION) TO PATIENT FOR THERAPEUTIC PURPOSES
35	COUNSEL PATIENT/FAMILY ON WHEN AND WHERE TO SEEK MEDICAL CARE
36	INFORM PATIENT/FAMILY WHERE TO OBTAIN MEDICAL SUPPLIES
37	INFORM PATIENT ON AVAILABILITY OF SERVICES IN THE COMMUNITY, E.G. LEGAL AID, EMPLOYMENT
38	TAKE WOUND SPECIMEN FROM PATIENT
39	COLLECT BLOOD BY ARTERIAL PUNCTURE
40	COLLECT BLOOD BY VENIPUNCTURE
41	ASPIRATE BONE MARROW
42	MICROSCOPICALLY EXAMINE FECES FOR OVA AND PARASITES
43	DO ROUTINE URINE CHEMISTRY
44	EXAMINE URINE FOR CASTS /PUS/RBC
45	IDENTIFY MICROORGANISMS IN CERVICO, VAGINAL OR URETHRAL SMEARS
46	TEST FOR OCCULT BLOOD
47	DO SLIDE PREGNANCY TEST, E.G. GRAVINDEX
48	TEST URINE FOR SUGAR, PROTEIN, KETONES, PH BY PAPER OR DIP STICK
49	DETERMINE COAGULATION (CLOTTING) TIME
50	DETERMINE BLOOD HEMOGLOBIN CONCENTRATIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET
1	DETERMINE MORPHOLOGICAL VARIATIONS OF BLOOD CELLS
2	INTERPRET ROUTINE HEMATOLOGY LAB RESULTS
3	INTERPRET BLOOD ELECTROLYTE LAB RESULTS
4	GIVE AND/READ TUBERCULIN SKIN TEST
5	OBTAIN MENSTRUAL, FERTILITY AND CONTRACEPTIVE HISTORY
6	OBTAIN SEXUAL/COITAL HISTORY
7	PERFORM BREAST EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
8	PERFORM PELVIC EXAMINATION
9	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INFERTILITY
10	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF VAGINAL BLEEDING
11	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MENSTRUAL DISORDERS
12	EVALUATE PATIENT WITH SIDE EFFECTS FROM CONTRACEPTIVE MEASURE
13	EVALUATE AND COUNSEL PATIENT ON METHOD OF CONTRACEPTION
14	COUNSEL AND INSTRUCT PATIENT/SPOUSE IN THE USE OF CONTRACEPTIVE MEASURE
15	TEACH WOMEN SELF BREAST EXAMINATION
16	FIT PATIENT FOR DIAPHRAGM/PESSARY
17	TAKE VAGINAL SMEAR FROM PATIENT
18	TAKE PAP SMEAR SPECIMEN
19	ASPIRATE BARTHOLIN CYST
20	PACK VAGINA/CERVIX
21	CAUTERIZE CERVIX
22	ASPIRATE BREAST CYST
23	PERFORM D&C
24	DIAGNOSE PREGNANCY
25	OBTAIN PRENATAL HISTORY

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 26 | OBTAIN HISTORY OF PRESENT LABOR  |
| 27 | OBTAIN POST PARTUM HISTORY   |
| 28 | MEASURE BONY STRUCTURE OF PELVIS, I.E. CLINICAL PELVIMETRY                 |
| 29 | EVALUATE DRUG USE IN PREGNANT FEMALE                                       |
| 30 | EVALUATE PROSPECTIVE CANDIDATE FOR RHOGAM THERAPY                          |
| 31 | COUNSEL PREGNANT TEENAGERS   |
| 32 | ASCERTAIN PATIENT'S ATTITUDES/EXPECTATION OF PREGNANCY AND<br>CHILDBEARING |
| 33 | EVALUATE AND COUNSEL PATIENT ON TERMINATION OF PREGNANCY                   |
| 34 | TEACH PATIENT/PARENTS ABOUT PHYSIOLOGY OF PREGNANCY E.G. FETAL<br>GROWTH   |
| 35 | COUNSEL AND INSTRUCT PATIENT ON ACTIVITIES ALLOWED DURING<br>PREGNANCY     |
| 36 | GIVE EMERGENCY TREATMENT/FIRST AID FOR PROLAPSED CORD                      |
| 37 | GIVE EMERGENCY TREATMENT/FIRST AID FOR RUPTURED ECTOPIC<br>PREGNANCY       |
| 38 | EXAMINE PATIENT TO DETERMINE PROGRESS OF LABOR                             |
| 39 | DELIVER BABY   |
| 40 | COLLECT CORD BLOOD SAMPLES   |
| 41 | ASSESS FETAL WELL-BEING DURING LABOR                                       |
| 42 | GIVE EMERGENCY TREATMENT/FIRST AID FOR FETAL<br>BRADYCARDIA/TACHYCARDIA    |
| 43 | PERFORM AMNIOTOMY  |
| 44 | STRIP AMNIOTIC MEMBRANES   |
| 45 | PERFORM MANUAL ROTATION OF FETAL HEAD                                      |
| 46 | COLLECT FETAL SCALP BLOOD  |
| 47 | EXAMINE PLACENTA AND CORD FOR COMPLETENESS AND ANOMALIES                   |
| 48 | PERFORM INTRA-UTERINE TRANSFUSION  |
| 49 | REPAIR FIRST AND /SECOND DEGREE VAGINAL LACERATION                         |
| 50 | PRESCRIBE TREATMENT AND COUNSEL PATIENT FOLLOWING DELIVERY                 |

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14  
OF RESPONSE BOOKLET

- 1 | COUNSEL PARENTS IN EVENT OF STILLBIRTH/INFANT DEATH
- 2 | EXPLAIN/ANSWER MOTHER'S QUESTIONS REGARDING POST PARTUM CARE
- 3 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EYE TROUBLE E.G. RED EYE
- 4 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF VISUAL PROBLEMS
- 5 | EXAMINE EYES EXTERNALLY (I.E., CONJUNCTIVA, EXTRAOCULAR MUSCLES, PUPILLARY REACTION)
- 6 | EXAMINE EYES USING OPHTHALMOSCOPE
- 7 | OBSERVE FOR OCULAR MUSCLE IMBALANCE USING COVER TEST
- 8 | GRAPH TONOMETRY RESULTS AND CALCULATE INTRAOCULAR PRESSURE
- 9 | TEST FIELD OF VISION WITHOUT INSTRUMENT
- 10 | DO VISUAL ACUITY TEST USING SNELLEN CHART
- 11 | DO COLOR VISION TEST
- 12 | DO SCHIOTZ TONOMETRIES
- 13 | IRRIGATE EYES
- 14 | SCRAPE EYE ULCERS/CONJUNCTIVA FOR MICROBIOLOGICAL SPECIMENS
- 15 | REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC
- 16 | REMOVE SUPERFICIAL FOREIGN BODY FROM CORNEA
- 17 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NECK/BACK PAIN
- 18 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NONTRAUMATIC JOINT PAIN OR SWELLING
- 19 | EXAMINE MUSCLES FOR STRENGTH, SIZE, TONE, TENDERNESS
- 20 | EXAMINE BONES FOR TENDERNESS, DEFORMITY, SIGNS OF FRACTURES
- 21 | EXAMINE JOINTS FOR RANGE OF MOTION, SWELLING, INTERNAL DERANGEMENT, TENDERNESS
- 22 | PERFORM JOINT ASPIRATION/INJECTION
- 23 | TAPE ANKLE, WRIST, KNEE, CHEST FOR IMMOBILIZATION
- 24 | APPLY/REMOVE SLING, E.G. ARM, LEG
- 25 | SET FRACTURE, I.E. CLOSED REDUCTION

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 26 | APPLY/REMOVE SPLINT   |
| 27 | APPLY/REMOVE CASTS  |
| 28 | PLACE PATIENT IN SKIN TRACTION                                      |
| 29 | REDUCE DISLOCATED JOINT   |
| 30 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HOARSENESS              |
| 31 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NASAL BLEEDING          |
| 32 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NASAL OR SINUS PROBLEMS |
| 33 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EAR TROUBLE             |
| 34 | ASSESS CHARACTERISTICS OF SPUTUM/MUCUS                              |
| 35 | EXAMINE NOSE, THROAT, MOUTH, AND PHARYNX                            |
| 36 | EXAMINE EARS WITH OTOSCOPE  |
| 37 | TEST HEARING WITH A TUNING FORK                                     |
| 38 | TAKE AIR CONDUCTION AUDIOGRAM                                       |
| 39 | TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB                      |
| 40 | PRESCRIBE SYMPTOMATIC TREATMENT FOR EAR ACHE                        |
| 41 | PRESCRIBE MEASURES FOR SIMPLE NASAL BLEEDING                        |
| 42 | IRRIGATE EARS   |
| 43 | REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL                          |
| 44 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT                         |
| 45 | REMOVE SUPERFICIAL FOREIGN BODY FROM NOSE                           |
| 46 | CONTROL SIMPLE ANTERIOR NASAL BLEEDING                              |
| 47 | INSERT POSTERIOR NASAL PACKING                                      |
| 48 | INSERT ANTERIOR NASAL PACKING                                       |
| 49 | OBTAIN BIRTH HISTORY  |
| 50 | OBTAIN DEVELOPMENTAL HISTORY OF CHILD                               |

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15  
OF RESPONSE BOOKLET

- 1 PERFORM GENERAL PHYSICAL EXAMINATION ON CHILD
- 2 OBSERVE AND DESCRIBE PARENT-CHILD INTERACTION
- 3 EVALUATE SYMPTOMS OF EMOTIONAL DISTURBANCE IN CHILD
- 4 EVALUATE SYMPTOMS OF EMOTIONAL DISTURBANCE IN ADOLESCENT
- 5 REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
- 6 INSTRUCT PATIENT/FAMILY ON POST IMMUNIZATION CARE AND SCHEDULE
- 7 COUNSEL AND INSTRUCT MOTHER ON BREAST FEEDING OF NEWBORN
- 8 COUNSEL AND INSTRUCT PARENTS ON ADJUSTMENT OF FAMILY TO NEWBORN
- 9 INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES,  
E.G. MEASLES, MUMPS
- 10 COUNSEL ADOLESCENTS ON PARENT-CHILD RELATIONS
- 11 GIVE SEX EDUCATION COUNSELING TO CHILDREN/ADOLESCENTS
- 12 COUNSEL PARENT ON SEX EDUCATION OF CHILDREN
- 13 COUNSEL ADOLESCENTS ON DRUG PROBLEMS
- 14 COUNSEL PARENTS ON CHILDREN'S BEHAVIOR
- 15 REASSURE/CALM APPREHENSIVE PATIENT
- 16 OBTAIN PSYCHOLOGICAL/EMOTIONAL HISTORY
- 17 ASSESS PATIENT'S GENERAL APPEARANCE
- 18 ASSESS PATIENT'S GENERAL MENTAL ATTITUDE
- 19 ASSESS PATIENT'S LEVEL OF ANXIETY
- 20 ASSESS PATIENT'S DEGREE OF DEPRESSION
- 21 ASSESS PATIENT'S LEVEL OF MOTIVATION
- 22 ASSESS PATIENT'S THOUGHT/COGNITIVE PROCESSES
- 23 ASSESS PATIENT'S MEMORY PROCESS
- 24 ASSESS PATIENT'S LEVEL OF COMMUNICATION, E.G. DIRECTNESS,  
AMOUNT, DEPTH
- 25 ASSESS PATIENT'S BEHAVIOR PATTERNS

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 26 | ASSESS PATIENT'S SOCIAL BEHAVIOR   |
| 27 | IDENTIFY FACTORS THAT INFLUENCE PATIENT'S PSYCHOLOGICAL STATE                                    |
| 28 | IDENTIFY/DESCRIBE MANIFESTATIONS OF LOSS OF CONTACT WITH REALITY, E.G. HALLUCINATIONS, DELUSIONS |
| 29 | OBSERVE FOR/REPORT TENDENCIES TOWARD SUICIDAL BEHAVIOR   |
| 30 | LISTEN TO PATIENT/FAMILY DISCUSS THEIR PERSONAL PROBLEMS   |
| 31 | ASSIST PATIENT TO EXPRESS FEELINGS   |
| 32 | ASSIST PATIENT TO INTERPRET SITUATION IN OBJECTIVE MANNER  |
| 33 | ASSIST PATIENT TO PERCEIVE REALITY   |
| 34 | ASSIST PATIENT TO PERCEIVE HOW HE RELATES TO OTHERS  |
| 35 | COUNSEL PATIENT WITH PSYCHOSOMATIC COMPLAINT   |
| 36 | COUNSEL PATIENT WITH TERMINAL ILLNESS OR HIS FAMILY  |
| 37 | PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT, E.G., DIALYSIS                          |
| 38 | EVALUATE AND COUNSEL PATIENT WITH MARITAL PROBLEMS   |
| 39 | REFER PATIENT FOR MARRIAGE/FAMILY COUNSELING SERVICES  |
| 40 | RECOMMEND PSYCHOLOGICAL APPROACH TO USE WITH PATIENT   |
| 41 | ARRANGE FOR PSYCHIATRIC HOSPITALIZATION OF PATIENT   |
| 42 | INTERPRET ROUTINE X-RAYS, I.E., CHEST, ABDOMEN, LONG BONES, SKULL, AND SPINE                     |
| 43 | EXPLAIN X-RAY PROCEDURES TO PATIENT  |
| 44 | EXPLAIN RADIATION THERAPY PROCEDURES TO PATIENT  |
| 45 | SELECT THERAPEUTIC EXERCISES FOR PATIENT   |
| 46 | PRESCRIBE HOME REHABILITATIVE AIDS FOR CHRONIC DISABILITY  |
| 47 | COUNSEL PATIENT REGARDING VOCATIONAL REHABILITATION  |
| 48 | TEACH VASCULAR EXERCISES, E.G. BUERGER-ALLEN   |
| 49 | TEACH POSTURAL DRAINAGE EXERCISES  |
| 50 | TEACH BREATHING EXERCISES  |

TURN PAGE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16  
OF RESPONSE BOOKLET

- 1 TEACH PATIENT/FAMILY TRANSFER TECHNIQUES, E.G. BED TO CHAIR,  
CHAIR TO COMMODE
- 2 ASSIST PATIENT IN PERFORMING ACTIVE ASSISTIVE RANGE OF MOTION  
EXERCISES
- 3 TEACH PATIENTS TO USE CANES, CRUTCHES, OR WALKERS
- 4 EVALUATE PATIENT'S SUITABILITY TO UNDERGO SURGERY
- 5 EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 6 EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 7 DETERMINE TYPE, DOSE AND SCHEDULE FOR PRE-OPERATIVE MEDICATIONS
- 8 FIRST ASSIST DURING MAJOR SURGERY
- 9 PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO  
INCISION/SUTURING/TREATMENT OR EXAMINATION
- 10 REPAIR SIMPLE LACERATION
- 11 REPAIR LACERATION USING SKIN GRAFT
- 12 INCISE AND DRAIN SUPERFICIAL ABSCESS
- 13 INCISE AND DRAIN DEEP ABSCESS
- 14 CLEAN WOUND, CUT, ABRASION
- 15 PACK INCISION/WOUND/CAVITY
- 16 IRRIGATE WOUND
- 17 INSERT DRAIN/WOUND CATHETER
- 18 EXCISE SEBACEOUS CYST/LIPOMA
- 19 PERFORM WEDGE SECTION BIOPSY OF SKIN/MUSCLE
- 20 PERFORM RECTAL BIOPSY
- 21 PERFORM BREAST BIOPSY
- 22 PERFORM LIVER BIOPSY
- 23 PERFORM LYMPH NODE BIOPSY
- 24 CLAMP BLOOD VESSELS
- 25 CAUTERIZE BLEEDERS WITH CHEMICAL AGENT

GO TO RIGHT HAND PAGE



1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 26 | CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)                     |
| 27 | PERFORM TONSILLECTOMY AND/OR ADENOIDECTOMY                           |
| 28 | PERFORM APPENDECTOMY   |
| 29 | PERFORM HERNIA SURGERY, E.G. HERNIORRHAPHY                           |
| 30 | PERFORM VEIN LIGATION OR STRIPPING                                   |
| 31 | PERFORM BILIARY/PANCREATIC SURGERY                                   |
| 32 | PERFORM GASTRECTOMY  |
| 33 | PERFORM INTESTINAL RESECTION   |
| 34 | PERFORM BREAST SURGERY   |
| 35 | PERFORM RECTAL SURGERY   |
| 36 | DEBRIDE WOUND/BURN   |
| 37 | INSTRUCT PATIENT IN CARE OF INCISION                                 |
| 38 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INCISIONAL PAIN          |
| 39 | CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING               |
| 40 | REMOVE SUTURES   |
| 41 | REMOVE/SHORTEN DRAIN   |
| 42 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF URINARY PROBLEMS         |
| 43 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF URETHRAL DISCHARGE       |
| 44 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF IMPOTENCE                |
| 45 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SCROTAL PAIN/ENLARGEMENT |
| 46 | TAKE URETHRAL SMEAR SPECIMEN FROM PATIENT                            |
| 47 | PERFORM URETHRAL CALIBRATION/DILATATION                              |
| 48 | DETERMINE SPERM COUNTS   |
| 49 | ASPIRATE HYDROCELE   |
| 50 | PERFORM VASECTOMY  |

TURN PAGE

LEFT PAGE 17

TASK BOOKLET

TASK NO. 1 ENTER RESPONSES TO STATEMENTS HELD IN LEFT SIDE OF PAGE 17  
OF RESPONSE BOOKLET

- 1 CATHETERIZE THE URINARY BLADDER
- 2 IRRIGATE BLADDER (FOLEY CATHETER)

READ FOLLOWING INSTRUCTIONS

### PART III

#### LIST OF SPECIALTY TASKS

(PAGES 18 TO 29)

PART III IS TO BE COMPLETED ONLY BY SPECIALISTS IN THE AREAS BELOW.

Anesthesiology	Otolaryngology
Cardiology	Pathology
Dermatology	Pediatrics
Obstetrics/Gynecology	Psychiatry
Ophthalmology	Radiology
Orthopedics	Urology

IF YOUR SPECIALTY IS NOT LISTED, YOU HAVE COMPLETED THE JOB SURVEY. TURN TO THE LAST PAGE OF THIS BOOKLET FOR FINAL INSTRUCTION.

Part III consists of frequently performed tasks in the specialty areas. Respond only to the tasks listed on the page corresponding to your area of specialization, and indicate on the proper response page under:

COLUMN A: How often you performed the task last month.

COLUMN B: The approximate time spent the last time you performed it.

DISREGARD COLUMNS C & D

- Please remember to match the page and statement numbers in your task booklet with the proper page and statement numbers in your response booklet.
- The instructions to this part are repeated on the other side of the tab you have been using as a guide.
- Please use the page provided at the back of this booklet to list tasks which take a lot of your time and which were not included in this inventory.

PART III  
LIST OF SPECIALTY TASKS  
(PAGES 18 TO 29)

List of Specialty Areas

Anesthesiology. . . . .	p. 18
Cardiology. . . . .	p. 19
Dermatology . . . . .	p. 20
Obstetrics/Gynecology . . . . .	p. 21
Ophthalmology . . . . .	p. 22
Orthopedics . . . . .	p. 23
Otolaryngology. . . . .	p. 24
Pathology . . . . .	p. 25
Pediatrics. . . . .	p. 26
Psychiatry. . . . .	p. 27
Radiology . . . . .	p. 28
Urology . . . . .	p. 29

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18  
OF RESPONSE BOOKLET

- |   |  |
|---|--|
| 1 | PERFORM PREOPERATIVE EVALUATION OF ANESTHETIC RISK   |
| 2 | EVALUATE AND MONITOR POSTOPERATIVE PATIENT CONDITION |
| 3 | DETERMINE DOSE AND TYPE OF ANESTHETIC AGENT          |
| 4 | ADMINISTER GENERAL ANESTHESIA                        |
| 5 | ADMINISTER SPINAL ANESTHESIA                         |
| 6 | EVALUATE AND TREAT PATIENT WITH PAIN PROBLEM         |
| 7 | ADMINISTER RESPIRATORY PHYSIOTHERAPY                 |

END OF TASK LIST FOR THIS SPECIALTY

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 1  | EVALUATE AND MEDICALLY TREAT PATIENT WITH CARDIOVASCULAR DISORDERS |
| 2  | FOLLOW INPATIENT PRIOR TO CARDIAC SURGERY                          |
| 3  | FOLLOW UP OUTPATIENT AFTER CARDIAC SURGERY                         |
| 4  | EVALUATE OUTPATIENT FOR CARDIAC SURGERY                            |
| 5  | INTERPRET EXERCISE/STRESS TESTS                                    |
| 6  | PERFORM ELECTRICAL CAROTIDVERSION                                  |
| 7  | PERFORM CARDIAC CATHETERIZATION AND CORONARY ANGIOGRAPHY           |
| 8  | INTERPRET CORONARY ANGIOGRAMS AND CATHETERIZATION DATA             |
| 9  | PERFORM CARDIAC FLUOROSCOPY  |
| 10 | TAKE AND INTERPRET VECTORCARDIOGRAMS                               |
| 11 | TAKE AND INTERPRET PHONOCARDIOGRAMS AND INDIRECT INDICES           |
| 12 | TAKE AND INTERPRET ECHOCARDIOGRAMS                                 |
| 13 | TAKE AND INTERPRET BALLISTOCARDIOGRAMS                             |
| 14 | INSERT AND ADJUST ELECTRONIC PACEMAKERS                            |

END OF TASK LIST FOR THIS SPECIALTY

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY



ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20  
OF RESPONSE BOOKLET

- | TASK NO. | STATEMENT  |
|----------|--|
| 1        | EVALUATE AND TREAT DERMATOSES                                |
| 2        | EVALUATE AND TREAT INFECTIOUS DERMATITIS                     |
| 3        | EVALUATE AND TREAT VIRAL DERMATITIS                          |
| 4        | EVALUATE AND TREAT TOXIC DERMATITIS                          |
| 5        | EVALUATE AND TREAT COLLAGEN DISEASES                         |
| 6        | EVALUATE PIGMENTED SKIN LESIONS                              |
| 7        | INTERPRET SKIN BIOPSY  |
| 8        | TREAT DERMATITIS/TUMOR BY X-RAY                              |
| 9        | PERFORM DERMABRASION/SUPERFICIAL PEEL WITH ACIDS             |
| 10       | PERFORM ELECTRODESICCATION AND CURETTAGE OF MALIGNANT LESION |
| 11       | PERFORM HAIR TRANSPLANTS                                     |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 20

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 1  | PERFORM ROUTINE GYNECOLOGICAL EXAMINATIONS  |
| 2  | PERFORM ROUTINE OBSTETRICAL EXAMINATIONS  |
| 3  | EVALUATE AND TREAT MEDICAL COMPLICATIONS OF PREGNANCY, E.G.<br>HYPERTENSION, TOXEMIA, RENAL PROBLEM |
| 4  | EVALUATE AND TREAT COMPLICATIONS OF LABOR AND DELIVERY, E.G.<br>HEMORRHAGE, GENETIC PROBLEMS        |
| 5  | EVALUATE AND TREAT ENDOCRINE PROBLEMS, E.G. ADRENAL HYPERPLASIA,<br>OVARIAN ABNORMALITIES           |
| 6  | EVALUATE AND TREAT PATIENT FOR CRYOTHERAPY  |
| 7  | EVALUATE PATIENT WITH GYNECOLOGICAL MALIGNANCY FOR CHEMOTHERAPY<br>OR IRRADIATION                   |
| 8  | EVALUATE PATIENT FOR GYNECOLOGICAL SURGERY  |
| 9  | PERFORM GYNECOLOGICAL SURGERY   |
| 10 | PERFORM INTRAUTERINE EXCHANGE TRANSFUSIONS  |
| 11 | PERFORM OBSTETRICAL SURGERY, E.G. C SECTION, BREECH EXTRACTION,<br>THERAPEUTIC ABORTION             |

END OF TASK LIST FOR THIS SPECIALTY

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22  
OF RESPONSE BOOKLET

- |   |   |
|---|---|
| 1 | EVALUATE AND TREAT EYE INJURIES                 |
| 2 | EVALUATE AND TREAT DISEASES OF THE EYE          |
| 3 | EVALUATE AND TREAT DISORDERS OF THE EYE MUSCLES |
| 4 | EVALUATE AND TREAT ERRORS OF REFRACTION         |
| 5 | PRESCRIBE CORRECTIVE LENSES                     |
| 6 | REMOVE EMBEDDED FOREIGN BODY FROM CORNEA        |
| 7 | PERFORM INTRAOCULAR SURGERY                     |
| 8 | PERFORM SURGERY OF ORBIT/ADNEXAE                |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 22

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 1  | EVALUATE AND TREAT MAJOR LACERATIONS/OTHER TRAUMA TO THE MUSCULOSKELETAL SYSTEM |
| 2  | EVALUATE AND TREAT INFECTIONS OF THE MUSCULOSKELETAL SYSTEM                     |
| 3  | EVALUATE AND TREAT CONGENITAL MALFORMATIONS AND DISORDERS                       |
| 4  | EVALUATE AND TREAT ARTHRITIC SYNDROMES  |
| 5  | EVALUATE AND TREAT COMPOUND FRACTURES   |
| 6  | EVALUATE PATIENT FOR AND PRESCRIBE PROSTHETIC APPLIANCES                        |
| 7  | PLACE PATIENT IN SKELETAL TRACTION  |
| 8  | PRESCRIBE PHYSIOTHERAPY   |
| 9  | PERFORM NEUROSURGERY  |
| 10 | PERFORM PLASTIC/CORRECTIVE SURGERY  |
| 11 | PERFORM CORRECTIVE BONE SURGERY   |
| 12 | PERFORM AMPUTATION  |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 23

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY



1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24  
OF RESPONSE BOOKLET

- |    |  |
|----|--|
| 1  | EVALUATE INTRAORAL LESIONS OF THE MOUTH    |
| 2  | EVALUATE AND TREAT SINUSITIS               |
| 3  | EVALUATE AND TREAT EAR INFECTIONS          |
| 4  | EVALUATE AND TREAT HEARING PROBLEMS        |
| 5  | EVALUATE AND TREAT ENT VESTIBULAR PROBLEMS |
| 6  | EVALUATE NECK/FACIAL FRACTURES             |
| 7  | EVALUATE PATIENT FOR COSMETIC SURGERY      |
| 8  | PERFORM ENT ENDOSCOPY                      |
| 9  | PERFORM MYRINGOTOMY IN CHILDREN            |
| 10 | PERFORM MYRINGOTOMY IN ADULTS              |
| 11 | REDUCE NASAL FRACTURES                     |
| 12 | PERFORM OPEN REDUCTION OF FACIAL FRACTURES |
| 13 | EXCISE NASAL POLYPS                        |
| 14 | PERFORM BIOPSY OF ENT TUMOR                |
| 15 | PERFORM SURGERY FOR REMOVAL OF ENT TUMORS  |
| 16 | PERFORM SINUS SURGERY                      |
| 17 | PERFORM SEPTOPLASTY                        |
| 18 | PERFORM MIDDLE EAR SURGERY                 |
| 19 | PERFORM COSMETIC SURGERY                   |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 24

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 25  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 1  | INTERPRET CYTOLOGY SMEARS   |
| 2  | INTERPRET ELECTROPHORETOGRAMS   |
| 3  | INTERPRET CULTURES FOR PATHOGENIC ORGANISMS   |
| 4  | INTERPRET MICROSCOPIC PREPARATIONS OF TISSUE SPECIMENS                                    |
| 5  | INTERPRET BONE MARROW ASPIRATES AND BIOPSIES  |
| 6  | INTERPRET ABNORMAL PERIPHERAL BLOOD SMEARS  |
| 7  | PERFORM AUTOPSY   |
| 8  | PERFORM SECTIONING OF SURGICAL SPECIMENS  |
| 9  | EVALUATE GROSS ANATOMIC CHANGES IN DISEASED ORGANS  |
| 10 | REVIEW AND SIGN LAB RESULTS   |
| 11 | DETERMINE LIST OF DIAGNOSTIC TESTS AND PROCEDURES TO BE OFFERED<br>IN CLINICAL LABORATORY |
| 12 | EVALUATE SUITABILITY OF NEW TEST PROCEDURES FOR DIAGNOSTIC<br>USEFULNESS                  |
| 13 | SUPERVISE USE OF BLOOD BANK SERVICES  |
| 14 | INSTITUTE AND INTERPRET QUALITY CONTROL PROCEDURES  |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 25

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 26 OF RESPONSE BOOKLET
1	PERFORM PHYSICAL EXAMINATION AND ASSESSMENT OF NEWBORN TO DETECT/RULE OUT ABNORMALITIES
2	PERFORM CIRCUMCISION ON NEWBORN
3	EXPLAIN/ANSWER PARENT'S QUESTIONS REGARDING NEWBORN CARE
4	COUNSEL AND INSTRUCT PARENTS ABOUT WELL BABY CARE, F.G. IMMUNIZATIONS, NUTRITIONAL NEEDS
5	EVALUATE AND TREAT SICK NEWBORN
6	COUNSEL AND INSTRUCT PARENTS REGARDING INFANT ANOMALIES
7	EVALUATE GROWTH AND DEVELOPMENT OF CHILD FOR STRUCTURAL/FUNCTIONAL DEVIATIONS
8	PERFORM DEVELOPMENTAL SCREENING EXAMINATION OF CHILDREN, F.G. DENVER DEVELOPMENTAL
9	COUNSEL AND INSTRUCT PARENTS ON NORMAL CHILD GROWTH AND DEVELOPMENT
10	EXPLAIN/ANSWER PARENT'S QUESTIONS ON CHILD DEVELOPMENT PROBLEMS, E.G. TOILET TRAINING
11	PROVIDE GENETIC COUNSELING
12	EVALUATE AND TREAT CHILDREN WITH CHRONIC/TERMINAL ILLNESSES, E.G. CEREBRAL PALSY, LEUKEMIA
13	COUNSEL PARENTS OF CHRONICALLY ILL CHILDREN
14	COUNSEL PARENTS ON THE MANAGEMENT OF EMOTIONALLY DISTURBED CHILDREN
15	COUNSEL EMOTIONALLY DISTURBED CHILDREN

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 26

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IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 27  
OF RESPONSE BOOKLET

- |   |  |
|---|--|
| 1 | PERFORM PSYCHIATRIC EVALUATIONS TO DETERMINE PATIENT TREATMENT PLAN, E.G. HOSPITALIZATION, PSYCHOTHERAPY |
| 2 | PERFORM PSYCHOTHERAPY  |
| 3 | MANAGE PATIENTS ON LONG-TERM PSYCHOTROPIC DRUGS, E.G. LITHIUM CARBONATE                                  |
| 4 | PERFORM ELECTROCONVULSIVE THERAPY  |
| 5 | CONDUCT GROUP THERAPY SESSIONS   |
| 6 | PARTICIPATE IN MEDICAL BOARDS TO DETERMINE PATIENT'S PSYCHOLOGICAL FITNESS FOR MILITARY DUTY             |
| 7 | PARTICIPATE IN SANITY BOARDS/COMPETENCY HEARINGS   |

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 27

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DO NOT MARK CORRESPONDING BLOCK

IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY



TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 28  
OF RESPONSE BOOKLET

- 1 EVALUATE PATIENT TO DETERMINE APPROPRIATE METHOD AND TYPE OF RADIOLOGIC PROCEDURE FOR DIAGNOSIS/THERAPY
- 2 TAKE RADIOGRAPHS
- 3 INTERPRET RADIOGRAPHS
- 4 PERFORM SPECIAL RADIOLOGIC CONTRAST STUDIES, E.G. ANGIOGRAPHY, RETROGRADE PYELOGRAPHY
- 5 PERFORM FLUOROSCOPY
- 6 PERFORM DIAGNOSTIC RADIOISOTOPE STUDIES
- 7 PERFORM THERAPEUTIC RADIOISOTOPE APPLICATION
- 8 INTERPRET RADIOISOTOPE DATA
- 9 PERFORM THERAPEUTIC RADIUM APPLICATION
- 10 PRESCRIBE/SUPERVISE ADMINISTRATION OF TELERADIOGRAPHY
- 11 SUPERVISE RADIATION CONTROL PROCEDURES

END OF TASK LIST FOR THIS SPECIALTY

RIGHT PAGE 28

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DO NOT MARK CORRESPONDING BLOCK

IN YOUR RESPONSE BOOKLET.

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TURN PAGE FOR NEXT SPECIALTY

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 29  
OF RESPONSE BOOKLET

- |   |   |
|---|---|
| 1 | PERFORM CYSTOSCOPY                              |
| 2 | TAKE RETROGRADE PYELOGRAM                       |
| 3 | EVALUATE AND TREAT URINARY TRACT INFECTIONS     |
| 4 | EVALUATE AND TREAT NEUROGENIC BLADDER SYNDROMES |
| 5 | EVALUATE AND TREAT URETHRAL/VESICAL TRAUMA      |
| 6 | PERFORM RENAL/URETERAL SURGERY                  |
| 7 | PERFORM BLADDER SURGERY                         |
| 8 | PERFORM PROSTATIC SURGERY                       |
| 9 | PERFORM SURGERY OF MALE GENITAL ORGANS          |

END OF TASK BOOKLET

Please write in the space below any time consuming patient-care tasks you perform which were not included in this task booklet. When you are through, please put Task and Response Booklets in the accompanying self-addressed envelope. Seal and return to the officer who gave you this package.

THANK YOU FOR YOUR PARTICIPATION